

Multi-Modal Transportation Task Force: Meeting and Process Protocol - Discussion Draft

July 30, 2003

General Meeting Management and Format

- **MEETING LOCATION IN PUBLIC BUILDINGS:** All Task Force and working subgroup meetings of the Task Force are to be held in accessible “public buildings.” For purposes of this policy, this shall mean facilities owned by a public entity that are accessible to all members of the community. These facilities may include, for example, the County-City Building, the Justice & Law Enforcement Building, Lincoln City Libraries, LES (Downtown and Fairfield) facilities, Lincoln Parks and Recreation facilities, Lincoln Public School facilities, and similar public buildings.
- **WRITTEN AGENDAS:** All meetings of the Task Force should follow a written agenda generally outlining the topics to be discussed by the Task Force. The discussion during the meeting may vary from the written agenda.
- **POSTING OF PUBLIC NOTICE:** Every reasonable effort will be made to post the meeting time and location at least 24 hours in advance of any Task Force meeting. These postings will occur in the County-City Building in accordance with the City’s established meeting notice procedures. Similarly, every reasonable effort will be made to post meeting times and locations on the InterLinc(Internet) site set up for this study.
- **MEETING MANAGEMENT:** All meetings of the Task Force will be chaired by the Study Project Manager, or other staff member, or Task Force member designated by the Study Project Manager for this purpose.
- **MEETING QUORUM:** Official meetings of the Task Force require that a majority of the members be present at the session. In the absence of a quorum, discussions among Task Force members and presentations to the Task Force may take place at times and locations set on the agenda but no official actions may be taken.
- **MEETING PARTICIPATION:** Only members of the Task Force and staff (including study-sponsored consultants and resource experts) are allowed to

speaking during the meetings. Comments and questions from the audience are not permitted. Other provisions for the receiving of public comments are provided for within these rules of protocol.

- **REPORTS FROM WORKING SUBGROUPS:** Interim status reports and other findings from the individual working subgroups are to be reported to the Task Force by a member of the working subgroup.
- **RECEIPT OF PUBLIC COMMENTS:** Opportunities should be provided on a periodic basis for the public to directly address the Task Force. At the discretion of Task Force, this opportunity can be accomplished through either a number of “public forums” held during the process; or by allowing a “public comment time” at the beginning of the meeting for a period of no more than 10 minutes; or both. Comments from the public shall be limited to 5 minutes per person or group. It will be the Chair’s responsibility to manage the “public comment time” and ensure a fair and equitable allocation of time among all speakers.
- **MATERIALS FROM MEMBERS:** Task Force members may request that staff make and distribute copies of materials they believe would add value to this community process. Members should show discretion in making such requests and should exhibit prudence in the number and volume of such requests. The Study Project Manager -- in consultation with the City-County Director of Planning and/or City Director of Public Works and Utilities -- shall make the final decision regarding the copying and distribution of such materials.
- **MATERIALS FROM THE PUBLIC:** Members of the public may submit materials for consideration by the Task Force. The member of the public making the request shall provide a sufficient number of copies for distribution to the Task Force and staff. Staff shall make every reasonable effort to have the materials distributed in a timely fashion to the Task Force.

Committee and Work Group Voting

- **CONSENSUS STANDARD:** The Task Force and working subgroups should strive to reach an overall consensus regarding the work they are charged with completing. This consensus should reflect the broad interests of the entire community and attempt to capture the values embodied in the participants of this process. Similarly, the Task Force and working subgroups should strive to

formulate recommendations and findings that are realistic, founded in sound research, and offer a reasonable time frame and opportunity for implementation.

- **GROUP DECISION MAKING:** The Task Force should determine at the beginning of this process a commonly accepted means for conducting and recording group decisions. Such decision making options may include: (1) a single recorded vote at the conclusion of the process to determine the Task Force's final recommendations; (2) a recorded vote on all matters (i.e., procedural and policy related) deemed relevant during the process; (3) no formal votes (prior to the Task Force's final vote) with a determination by the Chair that a consensus (or affirmative position) has been reached. Actions taken by the Task Force shall be declared on the basis of a simple majority of voting members present at the meeting. A final vote regarding the Task Force's overall recommendations shall be taken at the conclusion of the study process.

Member Attendance

- **ATTENDANCE STANDARD:** Regular attendance of members at Task Force meeting is critical to the success of this process. The continuity of discussion and the common understanding of the issues involved can only occur if the members of each body regularly attend the Task Force meetings.
- **MEETING ATTENDANCE:** Attendance shall be taken at each meeting. There are to be no excused absences and meeting proxies may not be used. Any member who has incurs five (5) or more absences shall be subject to removal. Removal of a member of the Task Force -- for lack of attendance or other reasons -- shall be at the discretion of the City-County Director of Planning and the City Director of Public Works and Utilities. Members dismissed from the process because of lack of attendance shall not be replaced.

Media Contacts

- **MEDIA CONTACT STANDARD:** The work of the Task Force and working subgroups will be of broad community interest. This is likely to produce inquiries from the local media concerning their progress and work products. The purpose of this policy is ensure that an accurate and consistent voice is provided to the media regarding the activities of Task Force and working subgroups.

- **MEDIA POLICY:** Inquires from the media should be directed to the City Project Manager, the City-County Planning Director, or City Director of Public Works and Utilities. As appropriate, staff will consult with Task Force members, other city or county staff, or other individuals to determine an appropriate response. Task Force members may speak with the media but shall be careful to indicate that their comments may not necessarily reflect the opinions or recommendations of the larger body.

Consulting Team Contacts

- **CONSULTING TEAM CONTACTS:** All inquires and requests for information, materials, research, or opinions from any member of the consulting team must be made through the Study Project Manager. Task Force members and the public are not to make contact with any member of the consulting team except through the City's designated Study Project Manager. It is the Project Manager's responsibility to determine the validity and relevancy of the request as it relates to the overall study and to the impact such requests may have on the study budget and schedule.

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July 28, 2003*